

# California Energy Commission



<b>CLASSIFICATION:</b>	<b>OFFICE MANAGER II, CEC</b> Will consider downgrading the position to Office Manager I for recruitment purpose)
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full Time
<b>SALARY:</b>	Office Manager II - \$7,110 - \$7,838 Office Manager I - \$6,457 - \$7,118 (salary will be adjusted accordingly to comply with furlough program)
<b>LOCATION:</b>	Siting, Transmission and Environmental Protection Division, Environmental Protection Office Sacramento, CA
<b>FINAL FILING DATE:</b>	April 17, 2009

**DUTIES/RESPONSIBILITIES:** Under the general direction of the Deputy Director, Siting, Transmission and Environmental Protection Division, the Office Manager plans, organizes, directs, and manages the staff and activities of the Environmental Protection Office. The Office Manager advises the Deputy Director, Executive Director, and Commissioners on a broad range of energy and environmental issues and may serve as the Division's or Commission's representative on various regional, national, professional, and governmental bodies that have significant influence over the state's energy and environmental programs.

**OFFICE MANAGER I duty statement available upon request.**

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- ☐ Knowledge of the California Public Resources Code pertaining to energy conservation and development.
- ☐ Knowledge of Federal, State, local government and private agencies involved in energy.
- ☐ Knowledge of the principles and methods of personnel management and supervision.
- ☐ Ability to plan, direct and coordinate the work of a multi-disciplinary staff including air quality engineers, public health specialists, biologists, cultural resource specialists, water and waste management engineers, and community resource specialists.
- ☐ Ability to analyze complex data and to prepare and present complex and comprehensive reports and recommendations orally and in writing.
- ☐ Ability to analyze situations accurately and take effective action.
- ☐ Ability to work as a member of the Division's management team working in the best interests of the Commission and the Division.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

**RPA #760-684**

**(OVER)**

**pos.#760-4523-003**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

**Linda Nesbit (760-684)  
Siting, Transmission and Environmental Protection Division  
1516 Ninth Street, MS-16  
Sacramento, CA 95814-5504  
(916) 654-4233**

**California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922**

## JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

**RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].**

When the Commission is in a hiring freeze, all JOBS must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

**CLASSIFICATION [REQUIRED].** Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

**TENURE [REQUIRED].** Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

**TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL].** When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

**TIME BASE [REQUIRED].** Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

**Will consider appointments less than full time [OPTIONAL].** If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

**SALARY [REQUIRED].** Provide the salary range. Provide each range if there is more than one.

**LOCATION [REQUIRED].** Provide only the office name and/or division name, and Sacramento, California.

**FINAL FILING DATE [REQUIRED].** Leave blank. The final filing date will be determined by the Personnel Analyst.

**DUTIES/RESPONSIBILITIES [REQUIRED].** Briefly describe the primary duties of the position (from the duty statement).

**DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED].** Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

**WHO MAY APPLY [REQUIRED].** Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

**[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test ] [OPTIONAL].** All Energy Analyst JOBS must include this statement.

**Training & Development Assignments may be considered [OPTIONAL].** If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

**Miscellaneous statements here [OPTIONAL].** Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED].** Use the language provided. Insert the contact person’s name, mailing address, and public and calnet phone numbers.